

Monday 9<sup>th</sup> November 2015

Dear Parents/Guardians,

The vision for Dandenong High School, as a highly innovative educational setting, is one in which all students are ICT enabled and provided with the necessary tools to be successful learners within the 21<sup>st</sup> century. The use of technology to support student learning needs to be multi-faceted, should enable students to have continual access to relevant information and knowledge and perform a variety of other functions necessary to support the learning.

In 2016, all students across the school will have access to their own laptop, including our new Year 7 students. We have a range of options available to our Year 7 students in relation to the purchasing of a laptop for 2015. Parents can choose between:

- Purchasing a school approved laptop – outright purchase through the LWT Portal
- Purchasing a school approved laptop – payment plan organized through the LWT Portal
- Bringing a school compatible device from home (BYOD)

In order to support families in determining which option is best suited to them, Dandenong High School, in conjunction with Learning With Technology (LWT), has created a Technology Portal, which allows parents to outright purchase a laptop or through a payment-plan, and the device is delivered to school. You can access the portal at: <http://dhs.orderportal.com.au>. Details of this option can be found in the attached Frequently Asked Question Sheet.

Devices brought from home must be Windows 8 and above or have Mac OS X 10.6 and above. Windows RT, Chrome Books, Android and iOS cannot be the student's main device. The device must be a laptop and be able to fit in the student's locker (H34cm, W28cm, D45cm). Tablets may be brought in as secondary devices. Mobile phones will remain prohibited in line with current school policy.

The only support or service provided by the school to students who choose to bring a device from home will be access to the school's wireless network and Internet. Any use of the wireless network entails personal responsibility as well as compliance with the Dandenong High School Acceptable Use Policies. In using the Dandenong High School network, students willingly grant IT staff access and permission to conduct any necessary investigations regarding inappropriate use of technology.

#### **Specific BYOD Guidelines**

- Use of all devices as a learning tool is at the discretion of the teacher
- Devices are to be used for educational purposes only
- Use of devices is not to be disruptive to others
- Charging of any devices is not permitted at school
- Students shall not distribute any information, pictures or video of students or staff without their express written permission

### Consequences for abuse of BYOD:

- The student may not be able to use the device for the period
- The device may be removed from the student and kept at the General Office until a Parent/Guardian collects it
- The student may be refused permission to use a device at school
- Disciplinary action including detention / suspension / exclusion from school may be imposed

### School Liability Statement

Students bring their own personal devices to use at Dandenong High School at their own risk. It is their duty to be responsible for the upkeep and protection (anti-virus software / security settings) of their devices.

### Dandenong High School will NOT be responsible for:

- Personal devices that are broken or damaged while at school or during school-related activities
- Personal devices that are lost or stolen at school or during school-related activities
- Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)
- School licensed software will not be installed on student personal devices

All students must have their learning device registered with the school in order to use it at school in 2016. Please refer to the attached Device Registration form, which must be completed and returned to the school at the beginning of 2016.

**All parents of our 2016 Year 7 students are invited to attend the upcoming Parent Information Evening on Thursday 26<sup>th</sup> November at 7.00pm in the Martin Culkin Theatre.** During this session, the Technology Portal will be fully introduced to parents and we will explain how to navigate through it. Furthermore, we will be demonstrating the school-approved laptop that is available for purchase or payment plan. The cost of both options will be explained in detail.

We strongly encourage all parents to attend the Information Evening on Thursday 26<sup>th</sup> November so we can provide you with all the necessary information to enable you to make an informed decision regarding your child's learning device. I look forward to meeting you all and answering any questions you may have.

Yours sincerely,

Ms. Katie Watmough  
Associate Principal  
Dandenong High School

Mrs. Susan Ogden  
Principal  
Dandenong High School



## Frequently Asked Questions:

### Dandenong High School Technology Program

Dandenong High School offers a number of options for families including purchasing a recommended laptop or bringing a personal device from home. School approved laptops can be purchased through the Technology Portal, which can be accessed at the following address: <http://dhs.orderportal.com.au>.

Please make sure you have read and understood all of the information in the portal as well as the Dandenong High School Acceptable Use Agreement. If you have any further queries please do not hesitate to contact the school.

### Buying a Device through the Technology Portal

#### What are the specifications of the device?

*The device is designed specifically for school environments.*

#### Specifications

- **Display** 11.6 Inch HD LED Anti-Glare (1366x768)
- **Processor** Intel Celeron Processor N2940 (2M Cache, up to 2.25 GHz)
- **Memory** 4GB DDR3 RAM
- **Storage** 128GB SSD
- **WIFI** ac/a/b/g/n Wireless (2.4/5.0 GHz)
- **Webcam** 720p HD webcam
- **Audio** Dolby Advanced Audio v2
- **Warranty** 3 Year Onsite Warranty

#### What happens if something goes wrong with the device?

*Insurance is available through the portal. The warranty covers any faulty parts whilst insurance covers accidental damage and theft. The school strongly recommends that the highest level of insurance be purchased. Dandenong High School also assists in the processing of warranty and insurance claims.*

#### What are the payment options?

*There are three payment options available through the portal; BPay, PayPal, credit card and finance. The finance terms and conditions are available from the website.*

**When will I get the device?**

*Devices will be delivered to the school.*

**Can my student charge their device at school?**

*No, students must ensure that their device is fully charged at home.*

**Bring Your Own Device****Is my student allowed to bring a device from home rather than buying one through the portal?**

*Yes, as long as it has either Windows 8 and above or have Mac OS X 10.6 and above. Windows RT, Chrome Books, Android and iOS cannot be the student's main device. The device must have an attached physical keyboard and be able to fit in the student's locker (H34cm, W28cm, D45cm).*

**So tablets like iPads aren't allowed?**

*Every student must have a device with a physical keyboard. If they wish to bring a tablet as well as their main device, they are able to. Mobile phones are not allowed.*

**What happens if a device from home is damaged or broken?**

*The school takes no responsibility whatsoever for student devices.*

**What about Internet?**

*Whilst at school, students will have access to the school's filtered Internet. The device has the ability to connect to other wireless Internet networks outside of the school, if they are available.*

**Will my student have access to the program they need?**

*Yes, Dandenong High School has its own app store where students will be able to download the software they require. This includes Microsoft Office and Anti-Virus.*

**Can my student charge their device at school?**

*No, because of Health and Safety Regulations, students must ensure that their device is fully charged at home.*